

M e m o r a n d u m

Date: December 4, 2009

To: Donner Pass Inspection Facility
Attention: Captain T. S. Sturges

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17044.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on October 5, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across three property areas: general inventory control, telecommunications, and weapons (see Attachments B, C, and D). This command was not assigned any vehicles; thus, there is not a fleet inventory record. Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 134 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 44 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	71	52.99%	22.78	23
Telecommunications	32	23.88%	10.27	11
Fleet	0	0.00%	0.00	0
Weapons	31	23.13%	9.95	10
Total	134			44

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 40 of the 44 items were located. One item could not be located (calculator); one item was transferred to another command; and two items were unavailable for inspection due to employees being out of the office. Furthermore, two of the 40 items require a

Safety, Service, and Security

Donner Pass Inspection Facility

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December 4, 2009

correction be made to the property record. Additionally, three of the 40 items require a replacement decal. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 19 of the 28 items reconciled. Five items were not listed on the appropriate OPI inventory lists and two items were not listed on any OPI inventory lists (snow blower and a router). An asset number could not be located on the snow blower. Furthermore, one item could not be located (alcohol screening device – P.A.S.) and one item requires a replacement tag. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by March 4, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Valley Division
Fiscal Management Section
Telecommunications Section
Office of the Academy
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
DONNER PASS INSPECTION FACILITY - 223
October 5, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
MICROCASSETTE RECORDER	143010			X			Add serial number GG4LA001726.
SNOWBLOWER GAS 5 5.5 HP HONDA M	84226			X			Serial number correction GX1402346408.
CALCULATOR P022354011	95438	X					Item not located.
ALCOHOL SCREENING DEVICE/CASE P037047 XRR0206		X					Item not located.
ALCOHOL SCREENING DEVICE/CASE P037047 XRR0222				X			Replacement tag needed.
SNOWBLOWER GAS 8.0 HP HONDA	GX270270		X				Item located on-site. No asset number and no record in database.
RADIOLOGICAL SURVEY METER	101779		X				Item located on-site. Database lists item at Commercial Vehicle Section.
PAT SCALE	77488		X				Item located on-site. Database lists item at Valley Division, Commercial Unit.
PAT SCALE	77508		X				Item located on-site. Database lists item at Valley Division, Commercial Unit.
PAT SCALE	77572		X				Item located on-site. Database lists item at Valley Division, Commercial Unit.
WHEEL LOAD SCALE	81334		X				Item located on-site. Database lists item at Valley Division, Commercial Unit.
ROUTER	90482		X				Item located on-site. No record in database.
Remote Console	R39522			X			Replacement tag needed.
Hand-Held Radio	R61675			X			Replacement tag needed.
Hand-Held Radio	R62701				X		Employee transferred to Dunsmuir Grade Inspection Facility effective November 1, 2009. Transfer list attached.

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
DONNER PASS INSPECTION FACILITY - 223
October 5, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Hand-Held Radio	R64882			X			Replacement tag needed.
[REDACTED]	[REDACTED]					X	Employee "off" will return 10/8/09.
[REDACTED]	[REDACTED]					X	Employee "off" will return 10/12/09.

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
DONNER PASS INSPECTION FACILITY - 223**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	101780	RADIOLOGICAL SURVEY METER	527	X				
2	108643	TIMER REACTION ELECTRONIC HAND-HELD		X				
3	124469	BREATH ANALYZER	049707	X				
4	137076	DETECTOR GAMMA RAY	26557	X				
5	137088	DETECTOR GAMMA RAY	26511	X				
6	139784	PRINTER	CNGXC08144	X				
7	142678	LASER FAX MACHINE	U60298KSJ355940	X				
8	143010	MICROCASSETTE RECORDER		X			X	Add serial number GG4LA001726.
9	145276	SWITCH	FOC1025X7TT	X				
10	147736	LAPTOP	LVP1468	X				
11	149961	ROUTER	FTX1121A1LD	X				
12	151210	COMPUTER	2UA7230GV4	X				
13	151211	COMPUTER	2UA7230GVG	X				
14	151214	COMPUTER	2UA7230GYZ	X				
15	151215	COMPUTER	2UA7230H11	X				
16	151218	COMPUTER	2UA7230GW3	X				
17	151225	COMPUTER	2UA7230GVQ	X				
18	164692	COMPUTER	MXL8330JKZ	X				
19	59966	SCALE PORTABLE MD 400	11466	X				
20	59984	SCALE PORTABLE MD 400	11486	X				
21	84226	SNOWBLOWER GAS 5 5.5 HP HONDA M	GX1403646408	X			X	Serial number correction GX1402346408.
22	91822	TV/MONITOR 31" P0201DA0031	V4A008694	X				
23	95438	CALCULATOR P022354011			X			Item not located.

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
DONNER PASS INSPECTION FACILITY - 223**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST								
1	137040	DETECTOR GAMMA RAY	26699	X				
2	139757	PRINTER	CNGXB10721	X				
3	140010	FILE SERVER	2UX54101SB	X				
4	148874	PRINTER	CNRXC96776	X				
5	149902	Uninterruptable Power Sour	AS0704330615	X				
6	149903	Uninterruptable Power Sour	AS0704330493	X				
7	151219	COMPUTER	2UA7230GZ2	X				
8	151220	COMPUTER	2UA7230GYG	X				
9	151224	COMPUTER	2UA7230GZZ	X				
10	59962	SCALE PORTABLE	11344	X				
11	67185	SCALE PORTABLE	12192	X				
12	82787	VCR	8D251959	X				
13	AF01777	SCANNER 7400C #040D2001	TW13EA0228	X				
14	XRR0206	ALCOHOL SCREENING DEVICE/CASE P037047	18051		X			Item not located.
15	XRR0222	ALCOHOL SCREENING DEVICE/CASE P037047	18067	X			X	Replacement tag needed.
16	XRR1049	PRINTER PAS DEVICE DP1012 P037047	456007065	X				
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)								
17		SNOWBLOWER GAS 8.0 HP HONDA	GX270270			X		Item located on-site. No asset number and no record in database.
18	101779	RADIOLOGICAL SURVEY METER				X		Item located on-site. Database lists item at Commercial Vehicle Section.
19	77488	PAT SCALE				X		Item located on-site. Database lists item at Valley Division, Commercial Unit.
20	77508	PAT SCALE				X		Item located on-site. Database lists item at Valley Division, Commercial Unit.
21	77572	PAT SCALE				X		Item located on-site. Database lists item at Valley Division, Commercial Unit.

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**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
DONNER PASS INSPECTION FACILITY - 223**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
22	81334	WHEEL LOAD SCALE				X			Item located on-site. Database lists item at Valley Division, Commercial Unit.
23	90482	ROUTER				X			Item located on-site. No record in database.

LEGEND

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ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
DONNER PASS INSPECTION FACILITY - 223**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R39522	Remote Console		222CLS0179	X				X	Replacement tag needed.
2	R61594	Hand-Held Radio	12180	402AWUG117	X					
3	R61675	Hand-Held Radio	14801	402AWUG207	X				X	Replacement tag needed. Employee transferred to Dunsmuir Grade Inspection Facility effective November 1, 2009. Transfer list attached.
4	R62701	Hand-Held Radio	11674	MM #08-026	402AWW4819			X		
5	R64882	Hand-Held Radio	14450	MM 08-095	402AWY7280	X			X	Replacement tag needed.
6	R67912	Hand-Held Radio		355AXA0116	X					
7	R70471	Battery Charger - Radio			X					
8	R82108	Announcer - Telephone	announcer	39742	X					
9	R88748	Portable Radio		749TDJ8369	X					
10	R88937	Battery Charger - Radio			X					
11	R88958	Battery Charger - Radio			X					
EQUIPMENT TO INVENTORY LIST										
1	R70515	Battery Charger - Radio			X					
2	R88747	Portable Radio		749TDJ8337	X					
3	R96177	UPS		QB0450330312	X					
4	R98376	Telephone System			X					

LEGEND

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ATTACHMENT D

Department of California Highway Patrol
Complete Area Inventory
223 - Donner Pass IF

ATTACHMENT D

September 25, 2009

Officer Issued Weapons

[REDACTED] Issued to officer						
	<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Y	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Y	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	VACATION, BACK 10/8/09
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	VACATION, BACK 10/12/09
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Issued to officer:

Officer Issued Weapons Total:

Area Issued Weapons

[REDACTED]			
	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
Y	[REDACTED]	[REDACTED]	
Y	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	

Department of California Highway Patrol
Complete Area Inventory
223 - Donner Pass IF

September 25, 2009

Issued to Area/Division		Comments
Ser#	Control#	
Y [redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
Issued to Area/Division: [redacted]		
Serr# Control#		Comments
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
Issued to Area/Division: [redacted]		
Serr# Control#		Comments
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
Issued to Area/Division: [redacted]		
Serr# Control#		Comments
Y [redacted]	[redacted]	
Issued to Area/Division: [redacted]		
Serr# Control#		Comments
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
Issued to Area/Division: [redacted]		
Serr# Control#		Comments
Y [redacted]	[redacted]	
Y [redacted]	[redacted]	
Y [redacted]	[redacted]	
Y [redacted]	[redacted]	
Issued to Area/Division: [redacted]		
Serr# Control#		Comments
[redacted]	[redacted]	
Area Issued Weapons Total: [redacted]		

Department of California Highway Patrol
Complete Area Inventory
223 - Donner Pass IF

September 25, 2009

Area Grand Total: 

OTHER SUPPORTING DOCUMENTS

223-01

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # 101779

SN 375

Model #

Description RADIOLOGICAL SURVEY METER

Vendor Name

Warranty End

Asset Key RADIOLOGICAL SURVEY METER..NONE

Location 062.00.00.0

Vehicle #

Assigned to Vehicle LC#

Item Number

223-02

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # 77488

SN 85422C

Model #

Description PAT SCALE

Vendor Name

Warranty End

Asset Key PAT SCALE..NONE

Location 211.00.00.0

Vehicle #

Assigned to Vehicle LC#

Item Number

223-03

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # 77508

SN 85407C

Model #

Description PAT SCALE

Vendor Name

Warranty End

Asset Key PAT SCALE..NONE

Location 211.00.00.0

Vehicle #

Assigned to Vehicle LC#

223-04

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # 77572

SN 85544C

Model #

Description PAT SCALE

Vendor Name

Warranty End

Asset Key PAT SCALE..NONE

Location 211.00.00.0

Vehicle #

Assigned to Vehicle LC#

Item Number

223-05

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # 81334

SN

Model #

Description WHEEL LOAD SCALE

Vendor Name

Warranty End

Asset Key WHEEL LOAD SCALE..NONE

Location 211.00.00.0

Vehicle #

Assigned to Vehicle LC#

223-06

From: Mary Guido
To: AIMS_ALL
Date: 9/22/2009 4:47 PM
Subject: Transfers -- PAGE 2 OF 4 — TRANSFERS & PROMOTIONS - SERGEANTS AND ABOVE #41-09

CHP3 00012 09/22/09 16.47.05
 PERI 00014 09/22/09 16.39.33

N 001 ALL COMMANDERS

FISCAL MANAGEMENT SECTION - TRAVEL & REVOLVING FUND AND PAYROLL UNIT
 PAGE 2 OF 4

RE: TRANSFERS & PROMOTIONS - SERGEANTS AND ABOVE #41-09

TRANSFERS - LIEUTENANT

EFFECTIVE 11/01/2009 AND REPORTING 11/02/2009, THE FOLLOWING LIEUTENANTS, CHP, ARE ADMINISTRATIVELY TRANSFERRED AND ASSIGNED AS INDICATED. NO EXPENSES ARE AUTHORIZED UNLESS OTHERWISE NOTED.

NAME AND I.D. NUMBER	FROM	TO
CARDOZA, M.E. #13143	004 OFFICE OF ASSISTANT COMMISSIONER, LEADERSHIP DEVELOPMENT AND COMMUNICATIONS	091 OFFICE OF THE ACADEMY
DEPAOLA, M. #10705 (EXPENSES ARE AUTHORIZED IF A MOVE IS CONSUMMATED UNDER THE PROVISIONS OF CHAPTER 3 OF HPM 11.1)	214 SACRAMENTO COMMUNICATIONS CENTER	730 MONTEREY
FRANKLIN, L.M. #13120	391 MISSION GRADE INSPECTION FACILITY	375 CASTRO VALLEY AS COMMANDER
KING, C.D. #14925	003 OFFICE OF ASSISTANT COMMISSIONER, STAFF	245 PLACERVILLE AS COMMANDER
MILLS, S.E. #13731	320 CONTRA COSTA	301 GOLDEN GATE DIVISION
PILON, K.J. #13306	009 OFFICE OF RISK MANAGEMENT	391 MISSION GRADE INSPECTION FACILITY AS COMMANDER
RICHARD, M.A. #11636	006 OFFICE OF INVESTIGATIONS	265 STOCKTON
WEDDERBURN, W.F. #11674 (EXPENSES ARE AUTHORIZED IF A MOVE IS CONSUMMATED UNDER THE PROVISIONS OF	223 DONNER PASS INSPECTION FACILITY	147 DUNSMUIR GRADE INSPECTION FACILITY AS COMMANDER